

EDITED TASK LISTING

CLASS: SUPERVISING COOK II, CORRECTIONAL FACILITY

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Oversees and monitors work assignments to food service staff and ward workers for ward population feeding utilizing food service equipment (e.g. steam kettles, ovens, grilles, blast chillers, retherm ovens, etc.) based on established policies and procedures (e.g. Departmental Operational Manual (DOM), Title 15, Youth Administration Manual (YAM), Federal Breakfast and School Lunch Program, State Administrative Manual (SAM), various health and safety regulations, etc.).
2.	Evaluates the performance of food service staff and ward workers to ensure that performance standards are met by providing recommendations for improvement providing feedback regarding performance recognizing outstanding performance and to receive input (e.g. improving operational efficiency), utilizing various resources (e.g. Title 15, Individual Development Plan (IDP)/Performance Appraisal, Probationary Report, ward work performance evaluations, SPB and DPA guidelines, MOU, DOM, etc.) on a continuous basis.
3.	Trains and oversees food service staff and ward workers in proper food preparation, cooking, and dispensing of food; cleaning and sanitizing food service facilities, equipment, and utensils; ensuring health and safety policies; Hazard Analysis Critical Control Point (HACCP) guidelines; ward supervision (ward pay sheets, ward evaluation and ward discipline); safety and security of the institution, staff, and wards, etc.; to ensure compliance with Federal Breakfast and School Lunch Program, H&SC, Title 15, DOM, IIPP, SAM, local government laws, rules and regulations, SPB guidelines, etc. utilizing various resources on a daily basis.
4.	Monitor food service staff and ward workers in the proper maintenance, cleaning and sanitation of kitchen and dining facilities, equipment, utensils and/or food carts to comply with State and Federal Standards and to ensure that food safety and security and quality services are provided utilizing cleaning schedules, tool control, policies, procedures, etc.) on a daily basis.
5.	Conducts safety and sanitation inspections of food service work areas (e.g., storage, production, scullery, etc.) to ensure compliance with and other health and safety standards, utilizing various resources (e.g., IIPP, HACCP guidelines, food service inspection reports, etc.) on a formal weekly basis and an informal daily basis.

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6.	Acts for the Food Manager, Correctional Facility (CF) in their absence to ensure the continuous operation of the food service department utilizing various resources (e.g., H&SC, Title 15, DOM, IIPP, SAM, local government laws, rules and regulations, SPB, DPA guidelines, MOU, food service equipment, etc.) as needed.
7.	Prepares various written documents and reports (e.g., employee work schedules, annual vacation schedules, meal sample reports, food production worksheets, temperature logs, safety and sanitation inspection reports, Individual Development Plans, performance reports, disciplinary documents, HACCP documentation, Federal Breakfast and School Lunch Program, etc.) to provide information and documentation and to ensure compliance with DOM, SAM, Title 15, etc. utilizing various resources (e.g., DOM, SAM, Title 15, HACCP guidelines, computer software, etc.) on a daily basis.
8.	Maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation to ensure safety and security of staff and wards, security of work areas and materials, to prevent escapes or injury by wards to themselves, others, or to state/private property and to ensure compliance with various laws, rules, policies, procedures, etc., utilizing various resources (e.g., DOM, Title 15, laws, rules, policies, procedures, interpersonal skills, correctional awareness of the surrounding, various alarm systems, etc.) on a continuous basis.
9.	Initiates the Progressive Discipline process to correct/improve food service employee performance/behavior or address issues of substandard performance by taking appropriate personnel action (e.g., formal/informal counseling, Employee Assistance Program, record of verbal counseling, and/or recommend further action, etc.) utilizing various resources (e.g., Title 15, Individual Development Plan/Performance Appraisal, Probationary Report, SPB and DPA guidelines, MOU, DOM, etc.) on a continuous basis.
10.	Oversees the food services staff in the preparation, cooking and distribution of food for various dining facilities, to provide a nutritionally adequate diet for the ward population based on the standardized menu; to maintain feeding schedules; to ensure quality products are served, utilizing various resources (e.g., DOM, Title 15, HACCP guidelines, standardized menu, standardized recipe cards, Recommended Dietary Allowances (RDA), Federal Breakfast and School Lunch Program, food distribution sheets, food production worksheet, delivery schedules, meal sampler report, food service equipment, etc.) on a daily basis.

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11.	Purchases food, equipment and supplies from private vendors and state agencies in a timely manner to feed the ward population and to ensure the efficient operation of the food service department utilizing various resources (e.g., CDC 954, STD 65, State Issue Contracts, Delegated Purchases, Prime Vendors, Master Agreement, Schedule 9, SAM, DOM, CDC 533, etc.) as required.
12.	Monitors the receiving, inspecting and storing of food, equipment and supplies to ensure quality, quantity, proper storage and proper temperature utilizing various resources (e.g., STD 65, State Issue Contracts, Delegated Purchases, Prime Vendors, Master Agreement, SAM, DOM, STD 115, Stock Received Report (SRR), etc.) as required.
13.	Inventories food, equipment and supplies to ensure adequate food is on hand to feed ward population and ensure cleaning supplies are available for sanitation of equipment and utensils, for accountability of stock on hand and proper rotation of food, utilizing various resources (e.g., inventory sheets, receiving logs, SRR, STD 115, SAM, DOM, etc.) as required.
14.	Coordinates preventative maintenance, repairs and renovations of food service equipment with the Plant Operations Department to expand the life of the equipment, ensure staff and ward safety, and proper functioning of equipment, utilizing various resources (e.g., maintenance schedules, work orders, service agreements, DOM, etc.) as needed.